



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

SCHOOL POLICY

on

REPORTING



Introduction

In order to hold schools accountable for their activities, and to ensure policymaking and planning across the school sector is evidence-based, ADEK requires regular, reliable, and high-quality reporting from schools. This policy sets out the minimum requirements for schools in their preparation and submission of reports.

Purpose

- Ensure that schools comply with ADEK's requirements for preparing and submitting the required reports.
- Enhance the key ADEK goals including full accountability, increased transparency, and a commitment to evidence-based policymaking and planning across the school sector.
- Set out ADEK's expectations of regular, accurate, and high-quality information from schools.

Definitions

<p>Additional Learning Needs</p>	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
<p>Adverse Ruling or Report</p>	<p>An official negative report on a school, issued by a specialized entity, a court of law, an arbitration authority, or an accreditation agency that the school is affiliated with, or any other government authority.</p>
<p>Annual Report</p>	<p>A report prepared annually (12 calendar months) by the school’s governing board and Principal about the school’s different activities, and administrative, technical, and financial affairs over the previous academic year (often presented at the annual general meeting of the governing board).</p>
<p>Documented Learning Plan (DLP)</p>	<p>A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.</p>
<p>Report</p>	<p>Information provided by a school upon ADEK’s request or requirement, including, but not limited to current and accurate information about students, student protection issues, core changes to curriculum, buildings, land, and use of the school premises, etc.</p>

Policy

1. Reports

1.1 Requirements: Schools shall record and report key school information, as required by ADEK, within the stipulated timelines.

1. Link to license renewal: A school's license renewal is contingent upon its compliance with ADEK's reporting requirements.

1.2 Communication and Data Protection: Schools shall maintain secure and timely communication with ADEK via ADEK-generated email or official portals, as appropriate, and shall abide by the Federal Decree Law No. (45) of 2021 Concerning the Protection of Personal Data and the ADEK Terms and Conditions and Data Privacy Policy with regard to the collection, use, and disclosure of information.

1. Schools shall document and archive all physical and electronic documents received from ADEK, in line with the [ADEK School Records Policy](#).

1.3 Types of Reporting:

1. Reporting by the School Management:
 - a. Annual Report: Schools shall annually develop a report outlining key aspects of the school's performance in the previous academic year to effectively communicate with various stakeholders, including the following components:
 - 1) Details on school operations.
 - 2) Overview of the School Development Plan (SDP), in line with the [ADEK School Quality Assurance Policy](#) focusing on specific end of year achievements/attainment results from the SDP.
 - 3) Details on inspection results.
 - 4) Variance report comparing previous years' SDP with actual outcomes, including academic progress/growth results.
 - 5) Other student achievements (e.g., awards/competitions won, successful projects undertaken).
 - 6) Results of student assessment results (e.g., board/pre-collegiate (where available), international, and standardized benchmark assessments (SBAs)).
 - 7) Graduate destination information.
 - 8) Staff achievements.
 - 9) Impact of the Continuous Professional Development (CPD) plan including provisions of training, course work etc.
 - 10) Summary of the financial statements (income statements, balance sheet, and statement of cash flows), in line with the [ADEK School Financial Audits and Reports Policy](#).
 - 11) Student and staff wellbeing indicators (e.g., happiness levels, satisfaction levels, retention rate, physical activity levels) and initiatives, in line with the [ADEK School Wellbeing Policy](#) and the [ADEK School Staff Wellbeing Policy](#).
 - 12) Diversity and inclusion practices.
 - 13) Documentation of counselling services provided to students, in line with the [ADEK School Student Mental Health Policy](#).

- 14) Main SMART targets to address objectives (strategic, operational, or educational) for the next academic year.
 - 15) Other information at the school's discretion (i.e., awards, points of pride).
- b. Schools shall present abridged or full versions of the report to relevant stakeholders such as school owners or investors, the school's governing board, parents, and the general public. Schools shall determine which stakeholder it deems require a full version or an abridged version.
2. Reporting School Information: Schools shall submit accurate and up-to-date information to ADEK on the following:
 - a. Contact information of the school including names, addresses, both postal and email, and telephone numbers, including landline and mobile numbers.
 - b. Ownership and governance information of the school including names of school owners/ investors, ownership details, governing board membership, and others as appropriate.
 - c. Quality of provision including details on curriculum standards followed, student-teacher ratios, and student assessment results (e.g., board/pre-collegiate (where available), international, SBAs, etc.), ADEK-mandated indicators (sports, CU guidance, etc.)
 - d. Staff information on the Private Schools Staff Information System (PASS).
 1. Schools shall, immediately after receipt, report to ADEK on all criminal offenses or judicial proceedings related to school staff.
 - e. Others as mandated by ADEK.
 3. Reporting Student Information: Schools shall provide current and accurate student information to ADEK and other relevant authorities, according to their requirements.
 - a. Schools shall regularly submit the following student-related details to ADEK on the Enterprise Student Information System (eSIS) and shall update the information as per ADEK requirements:
 - 1) Information on student applications, admissions, progression, and withdrawals (voluntary withdrawal, expulsion, etc.).
 - 2) Personal and contact information of all enrolled students as required on eSIS.
 - 3) Information on the source of tuition fee payments (e.g., parents, relatives, charity, companies, scholarships) as per the [ADEK School Fees Policy](#).
 - 4) Daily attendance and extracurricular participation in the school of all enrolled students, in line with the [ADEK School Extracurricular and Events Policy](#).
 - 5) Academic results/outcomes (grades, boards/pre-collegiate exams (where available), SBAs, etc.) and achievements of all enrolled students.
 - 6) Disciplinary action or events related to all enrolled students.
 - 7) Indication of students with additional learning needs and related information, including Documented Learning Plans.
 - 8) Others as mandated by ADEK.
 - b. Student Protection: Schools shall promptly report any student maltreatment concerns, in accordance with the [ADEK School Student Protection Policy](#).

- c. Student Health Information: School shall report all health-related information to the Department of Health (DoH) as per the *School Screening Standard* (DoH, 2023).
 - d. Schools shall ensure that parents are aware of the student information reporting requirements to ADEK and other relevant authorities and collect signed consent forms.
4. Reporting School Operations: Schools shall report on updates and changes regarding school operations to ADEK. Such reports shall include the following aspects, at a minimum:
- a. Changes in Staff: Schools shall apply to ADEK for approval of proposed changes to staff and their designations in line with the [ADEK School Staff Eligibility Policy](#) and the [ADEK School Employment Policy](#).
 - b. Adverse and Favorable Rulings and Reports: Schools shall, within 7 working days of receipt, submit to ADEK a copy of any adverse ruling or report concerning the school's operation, the condition of its designated land or building, its staff, or the effectiveness of its educational program.
 - c. Schools shall adhere to the requirements of the [ADEK School Licensing Policy](#) for reporting to ADEK on other school operations.

2. Compliance

- 2.1 This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). Schools are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 2.2 Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.



References

- Department of Education and Knowledge (ADEK). (n.d.). Abu Dhabi Department of Education and Knowledge Terms of Condition of Use, and Privacy Statement for Information.
- Department of Health (DoH). (2023). *School Screening Standard*.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
- Federal Decree Law No. (45) of 2021 on the Protection of Personal Data

Publication

2024 (September) ADEK_School_Reporting Policy_v.1.1

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Private and Charter Schools in Abu Dhabi. However, any circular issued prior to this policy or issued specifically for Charter Schools thereafter supersedes the requirements of this policy.

Past version:

2024 (January) ADEK_School_Reporting Policy_v.1.0

